



Contract Administration Learning Path Courses FY23

Note: All classes are held virtually in MS Teams

Course Title	Date	Time	Instructor(s)
Overview of Contract Administration	July 20, 2022	1 – 4 p.m.	Megan Greene
Overview of Contract Administration	October 12, 2022	1 – 4 p.m.	Megan Greene
Overview of Contract Administration	January 11, 2023	1 – 4 p.m.	Megan Greene
Overview of Contract Administration	April 26, 2023	1 – 4 p.m.	Megan Greene
Contract Compliance Programs	September 22, 2022	10 a.m. – Noon	Grace Denno
Contract Compliance Programs	January 26, 2023	10 a.m. – Noon	Grace Denno
Contract Compliance Programs	May 25, 2023	10 a.m. – Noon	Grace Denno
Payment Processing	July 18, 2022	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Payment Processing	October 10, 2022	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Payment Processing	January 23, 2023	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Payment Processing	April 17, 2023	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Contract Drafting and Risk Management	October 25, 2022	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Drafting and Risk Management	January 25, 2023	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Drafting and Risk Management	April 12, 2023	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Negotiation	December 6, 2022	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Negotiation	March 8, 2023	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Negotiation	May 16, 2023	9 a.m. – 1 p.m.	Trevor Ashbarry

Grant Funded Contracting	August 16, 2022	10 a.m. – Noon	TBA
Grant Funded Contracting	January 24, 2023	10 a.m. – Noon	TBA

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG ExtranetPortal](#)
- Enrollment Instructions: [Enroll in aClass](#)
- **Registration closes 24 hours in advance of the class. An Outlook email with a webinar link to join the class will be sent to participants prior to the class.**

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.